

MICHIGAN CIVIL SERVICE COMMISSION

P.O. Box 30002, Lansing, Michigan 48909

www.michigan.gov/mdcs

ADVISORY BULLETIN

No. 3.14-1-2007

DATE ISSUED: November 13, 2007

POST END DATE: November 13, 2008

RULE REFERENCE: 3-3

REGULATION REFERENCE: 3.14

BUREAU/DIVISION CONTACT AREA

Classifications and Selections

CONTACT PERSON

Deborah Wieber

TELEPHONE NO.

(517) 373-6695

SUBJECT

STATE TRANSITIONAL RELEASE DATE EMAIL NOTIFICATION

This document should be placed with the referenced rule and/or regulation until the Post End Date.

This Advisory Bulletin is being issued to provide direction to agency HR offices when an email notification is received regarding the removal of the State Transitional Professional (STP) designation from a position code and the employee has not attained the required number of hours for such removal; e.g., the employee is on an unpaid leave of absence or otherwise not available to work for an extended period.

When such a situation occurs, the HR office should send an email to their Office of Classifications and Selections (OCS) liaison indicating that a) the release date for the affected employee needs to be changed, b) provide a new release date, and c) state a reason for the change in release date. The OCS liaison will forward the HR office's email to the responsible Assistance Unit administrative support staff who will change the release date in HRMN and notify the agency HR office once completed. Please note that failure to notify Civil Service will result in the release date emails continuing to be sent.

Questions regarding this Advisory Bulletin may be addressed to your OCS liaison.